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Rec Mgt. 1-4
Only Reports

Approved For Release 2005/11/21 : CIA-RDP70-00211R000500100015-8

1 July 1965

MEMORANDUM FOR: Deputy Director for Support

Subject : Cost Savings for last half of FY 1965

Reference : DD/S Administrative Instruction 65-10

1. The Records Administration Program is basically a continuing management improvement technique which provides an Agency-wide medium for affecting economies in filing equipment, filing supplies, office space, manpower and operating procedures. Tangible and intangible savings realized in each of these areas were reported to your office on 19 April 1965 for the First Quarter of this FY. In addition, a special report on the Elimination of Inactive Records was made on 28 April 1965. For these reasons the following report reflects cost savings, separately for the First and Second Quarter of this FY.

2. Cost Savings - January - March 1965

a.	Forms Management and Related Procedures	$ 7,897.
b.	Filing Equipment	77,280.
c.	Records Disposition -	
	Retired or destroyed the equivalent of 1185 Safes and Filing Cabinets valued at	307,915.

3. Cost Savings - April - June 1965

a.	Forms Management and Related Procedures	4,736.
b.	Filing Equipment	5,260.
c.	Records Disposition -	
	Retired or destroyed the equivalent of 707 Safes and Filing Cabinets valued at	$203,833.

4. The monetary savings shown under Records Disposition represents the avoidance of the purchase of filing cabinets and safes rather than actual monetary savings.

[redacted]

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Chief, Records Administration Staff

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Rec. Mgmt 1-4-3
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Retired or destroyed the equivalent of 1185 Safes and Filing Cabinets valued at	307,915.

3. Cost Savings - April - June 1965

a. Forms Management and Related Procedures	4,736.
b. Filing Equipment	5,260.
c. Records Disposition -	
Retired or destroyed the equivalent of 787 Safes and Filing Cabinets valued at	$203,833.

4. The monetary savings shown under Records Disposition represents the avoidance of the purchase of filing cabinets and safes rather than actual monetary savings.

[redacted]

Chief, Records Administration Staff

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